

City Towing Procedures

Step 01:

From the City's MainPage (www.sanantonio.gov) select the Police Link.



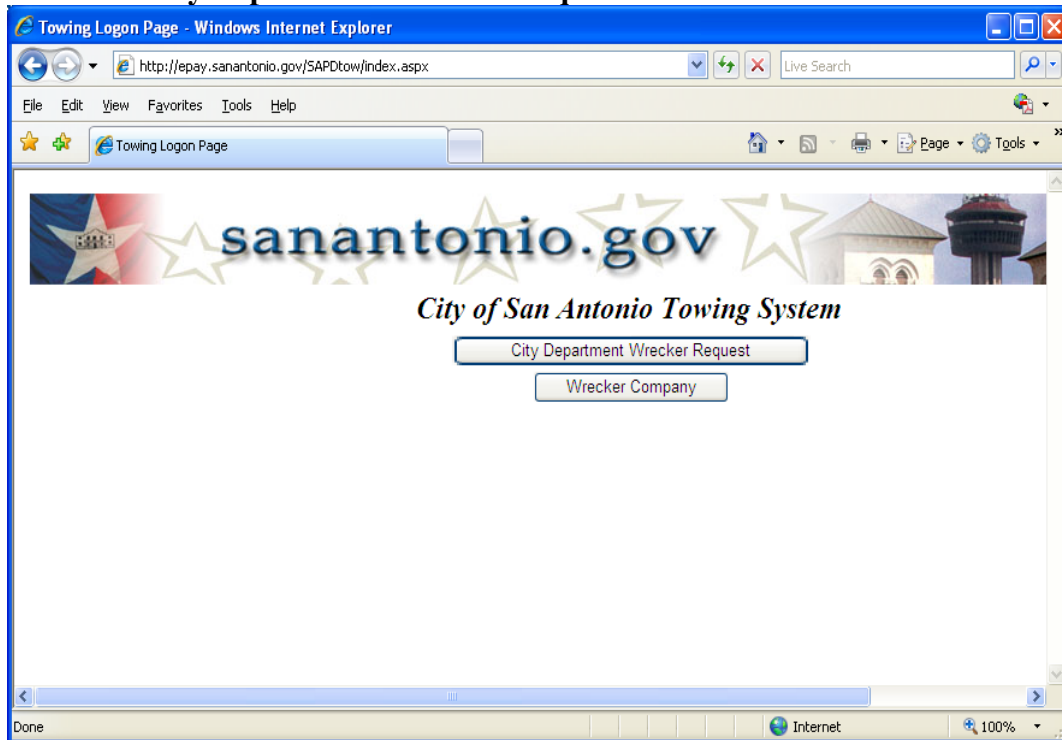
Step 02:

From the Police Main Page select the **COSA TOWING SYSTEM** link from bottom right of screen.



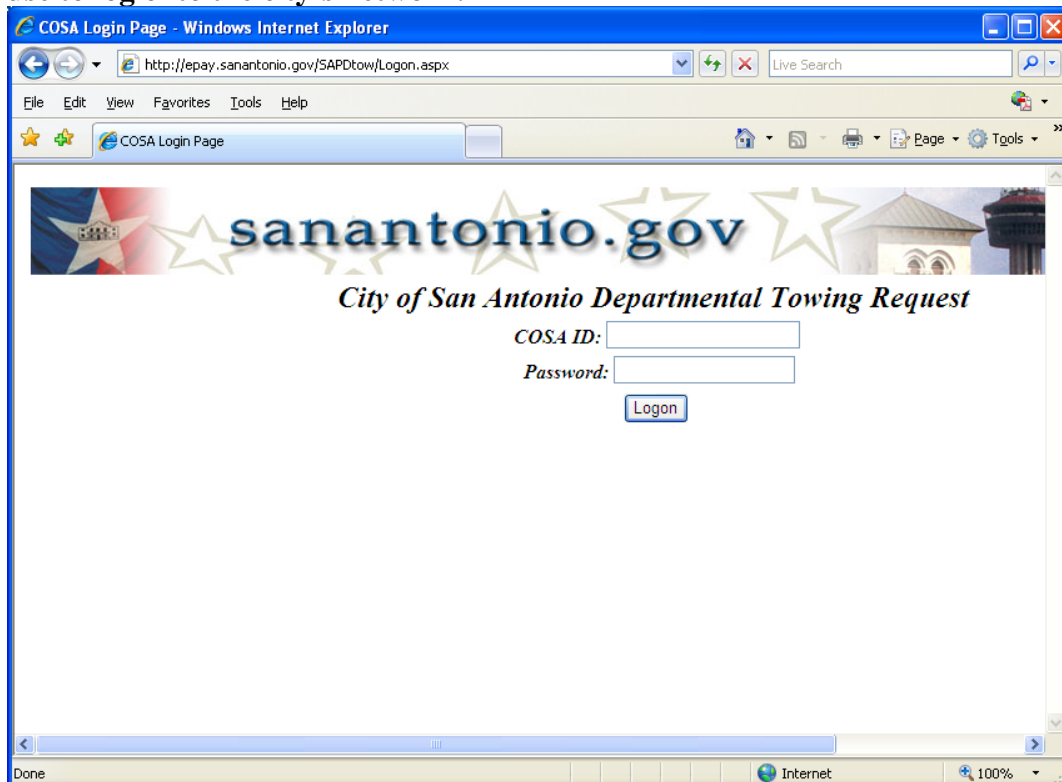
Step 03:

Click on “City Department Wrecker Request”



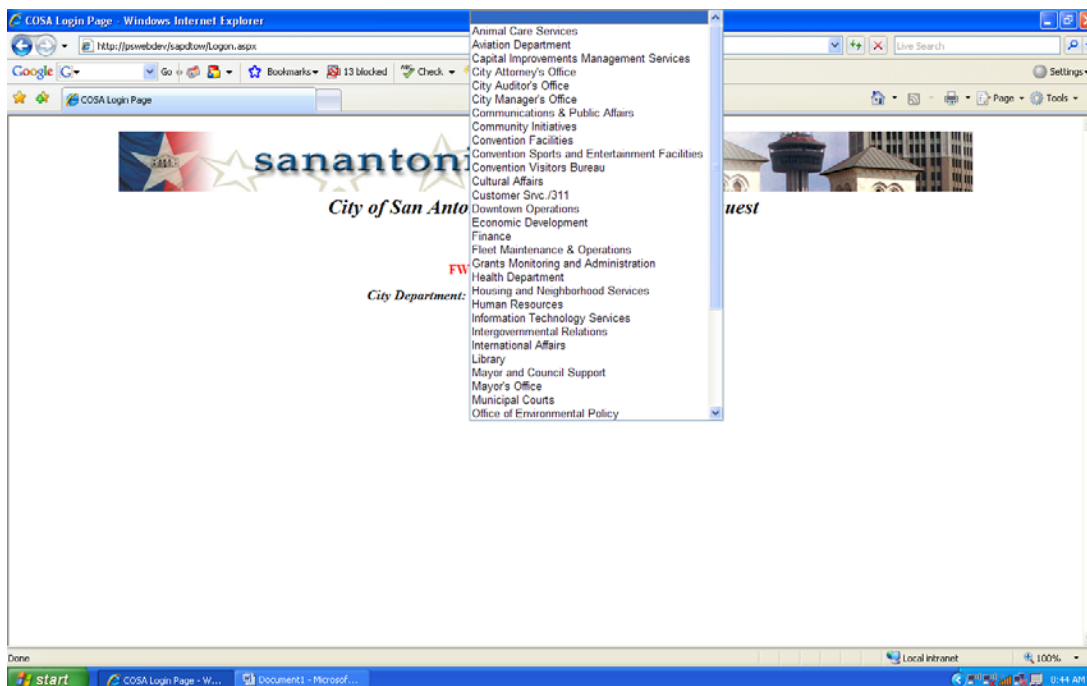
Step 04:

Enter your windows COSA user ID and password. This is the same UserID and password you use to log onto the city’s network.



Step 05:

From the City Department that is requesting the wrecker. Click the dropdown list then select your Department.



Step 06:

Enter the address or block and street name where the vehicle is located, and then click on the Validate Address button.

COSA Login Page - Windows Internet Explorer

https://jswebdev/sapdcom/Login.aspx

Google

COSA Login Page

sanantonio.gov

City of San Antonio Departmental Towing Request

COSA ID:

Password:

FW97615 is requesting a wrecker.

City Department: Housing and Neighborhood Services

Validate Address

Step 07:

When the address is validated, the “Address Found” message will appear and the number of required wreckers and City Vehicle number will appear.

COSA Login Page - Windows Internet Explorer

https://jswebdev/sapdcom/Login.aspx

Google

COSA Login Page

sanantonio.gov

City of San Antonio Departmental Towing Request

COSA ID:

Password:

FW97615 is requesting a wrecker.

City Department: Housing and Neighborhood Services

Address found.

Validate Address

910 RIVERSTONE

Number of Wreckers:

Vehicle Number:

Step 08:

When the Number of Wreckers required is selected, fill in all fields. Under Details please enter the type of vehicle and description. This will assist the towing company in sending the correct size towing vehicle. When all fields are filled in, click on the “Request Wrecker” button.

The screenshot shows the 'COSA Login Page' in a Windows Internet Explorer browser. The page title is 'City of San Antonio Departmental Towing Request'. The URL is 'http://pswebdev/sapdtow/Login.aspx'. The page features the 'sanantonio.gov' logo and a header image of San Antonio landmarks. The form fields are as follows:

- COSA ID:** (empty)
- Password:** (empty)
- FW97615 is requesting a wrecker.** (red text)
- City Department:** Housing and Neighborhood Services (dropdown menu)
- Address found:** (blue text)
- Validate Address:** (button)
- Address:** 910 RIVERSTONE (text input)
- Number of Wreckers:** 1 (dropdown menu)
- Vehicle Number:** 8170 (text input)
- Contact Name:** Skipper Williams (text input)
- Contact Phone:** 2074096 (text input)
- DETAILS:** (section header)
- City vehicle broken down in front of address:** (text input)
- Request Wrecker:** (button)

The browser's taskbar shows the 'start' button, 'COSA Login Page - W...', and 'Document1 - Microsof...'. The system clock shows 8:47 AM.

Step 08:

When the Request has been successfully submitted, a message will display giving the towing request number as well as the Towing Company.

The screenshot shows the 'Towing Logon Page' in a Windows Internet Explorer browser. The page title is 'City of San Antonio Towing System'. The URL is 'http://pswebdev/sapdtow/index.aspx'. The page features the 'sanantonio.gov' logo and a header image of San Antonio landmarks. The confirmation message is displayed in a blue oval:

Request HNSD80000003 has been sent to TEXAS Towing Company

Below the message, there is a button labeled 'Wrecker Company'. The browser's taskbar shows the 'start' button, 'Towing Logon Page - ...', and 'Document1 - Microsof...'. The system clock shows 8:47 AM.